

JAILER / COOK SUPERVISOR

GENERAL STATEMENT OF DUTIES

Supervises both staff and inmates in the preparation, cooking, and serving of meals to jail inmates.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for supervising the preparation, cooking and serving of meals to prisoners confined to the county jail. Work includes the purchasing of all food products from private vendors, the supervision of several trustees and a cook engaged in preparing food, and the preparation of all menus for regular and special diets. Independent judgment and initiative are required in directing jail kitchen activities, preparing special diets, and insuring that proper sanitation standards are maintained. General supervision is received from the Jail Captain who reviews work for the quality and quantity of food served and for adherence to established work procedures.

ILLUSTRATIVE EXAMPLES OF WORK

- Supervises and assists in the preparation, cooking and serving of all meals to jail inmates.
- Purchases food commodities from private vendors and spot checks meats, vegetables and food staples received to determine that amounts are sufficient for the number of persons to be served; makes substitutions of items on menu that are not available in sufficient amounts.
- Supervises a small group of trustees and a cook and directs cooking activities in a manner that will most effectively utilize their services.
- Gives instructions to the Jail Cook in the preparation of special diets for certain inmates.
- Supervises the cleaning of the kitchen area and all equipment and utensils used.
- Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the methods of preparing meats and vegetables in quantity lots.
- Considerable knowledge of the cooking time and temperatures of various foods in order to preserve their flavor and food value.
- Working knowledge of the county's purchasing practices and procedures in regard to buying food commodities from private vendors.
- Working knowledge of the preparation of special diets.
- Ability to estimate food needs for a relatively large number of prisoners.
- Ability to instruct subordinate personnel in the preparation and cooking of food.
- Ability to maintain adequate records of foods used and quantities needed and to purchase food items from private wholesalers.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school and two (2) years experience in institutional or large volume food preparation which should have included supervisory experience; or an equivalent combination of experience and training.

SPECIAL REQUIREMENTS

Jailers working alone, without direct supervision, must be certified through the North Carolina Human Resources Division of Facilities Services within a year after employment.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 8/2010